



Converttech JAPAN 2009

Exhibitor Application Form

Application Deadline:
October 31, 2008

FAX to : +81-3-3292-1813

2008 M D

* Be sure to make a copy for your files.

To: Secretariat of Converttech JAPAN
c/o ICS Convention Design, Inc. Attn: Yagasa, Takamori & Sasaki
Sumitomo Corporation Jinbocho Building, 3-24, Kanda-Nishikicho, Chiyoda-ku, Tokyo 101-8449, Japan
Phone: +81-3-3219-3568 Fax: +81-3-3292-1813
email: converttech@ics-inc.co.jp <http://www.converttechjapan.com/>

We hereby apply to exhibit at Converttech JAPAN2009, fully understanding and approving the contents described in the "Information Brochure"

■ Applicant

Company name (in English):			
Company address:	Zip code:	Tel:	Fax:
	URL		
Department			
Corporate representative:	Name	Title	
	E-mail		
Person in charge:	Name	Title	
	E-mail		

■ Number of booths and exhibition fee (Booth size: 3m x 3m = 9m²) *tax included.

Exhibition fee:	¥336,000 x () booth(s) =
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■ The number required for allocation * Please refer to the latest floorplan on the website. <http://www.converttechjapan.com/>

Booth Allocation

It is on "First come, First served" basis. Please refer to the Floor Plan on our website and indicate the space number you require in the application form and send it to the Secretariat by Fax.
After your application is confirmed, the exhibitor name and the booth location will be placed on the website on the next day.

1st

2nd

3rd

Communication Column:

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* Exhibitors who apply for the installation of telephone, electric works, floor construction, rental equipment, etc. are requested to submit a separate application form (to be provided in due course).

* Exhibitors' Manual will be sent around December 2008.

<Handling personal and private information>

All personal and private information will be obtained, used, and offered in a reasonable manner and only to the extent necessary. No personal information will be provided to unrelated third parties without the client's prior consent. However, this information may be provided to partner companies that have established their own information protection systems and signed a confidentiality agreement with the organizer.

Secretariat use	Seal of approval	Seal of receipt	Receipt No.
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Terms and Conditions

1. Prohibited transfer of booths

The exhibitor cannot lend out, sell, exchange, or transfer usage rights of its own booth without the permission of the organizer.

2. Co-exhibitors

If two or more applicants exhibit jointly, one of them must submit the application as the representative and notify the organizer of the company names, etc., of co-exhibitor(s).

3. Installation and removal of exhibits

The exhibitor shall decorate and move-in/ move-out all exhibits and displays within the period stipulated by the organizer.

If the exhibitor needs to move in and out or transfer the exhibits during the open period, the exhibitor shall conduct such an operation after obtaining the approval of the organizer.

4. Use of the exhibition space

Advertisement and sales activities shall be conducted within the booth space.

Each exhibitor shall be responsible for avoiding congestion due to advertisement activities at the passage near the booth.

Decoration and other articles shall not exceed the border of the allocated space. The organizer shall have the authority to prohibit or remove any conduct against the purpose of the exhibition such as decorations and exhibit items that are regarded to be a problem arising from any sound, operating manners, materials or other reasons.

If the abovementioned prohibition or removal is exerted, the organizer shall not bear the burden for any repayment or any other related expenses to the exhibitor.

5. Exhibition management and waiving of responsibility

The organizer will do its best to efficiently manage and secure the exhibition as a whole including items displayed by engaging security guards. However, the organizer shall not be held liable to compensate for losses and/or damages resulting from any reasons.

6. Compensation for damage:

The exhibitor shall be responsible for any damage to exhibition facilities, building structures or injury accidents owing to negligence or other reasons of the exhibitor or its agent.

7. Booth Allocation

It is on first-come-first-served basis.

8. Show cancellation

The organizer, based on its own judgment, may change the period of or cancel the exhibition if the land or structure used for the venue becomes inappropriate for use, or if the show is interrupted owing to a legitimate cause. In such cases, the organizer shall not be held liable for resultant damages, cost increases, or any other problems.

9. Payment

Exhibitors are to make payment by the date as stipulated on the invoice. Payment is to be made by bank transfer, in Japanese yen with the transfer charges being paid by the exhibitor. Promissory notes and person/company checks are not accepted.

10. Cancellation charges

In principle, cancellations will not be accepted after the participation has confirmed.

Only when the Secretariat deems it unavoidable will cancellations be accepted, and in such cases the following penalties will be incurred based on the date written notice of cancellation is received.

-Before November 30, 2008:	50% of the invoiced amount (including taxes).
-On and December 1, 2008:	100% of the invoiced amount (including taxes).

11. Obtaining the visa

If an overseas exhibitor needs to obtain a visa, the exhibitor shall take responsibility to create, or follow the procedures for obtaining, the necessary documents.

In principal, the organizer shall not issue, an invitation letter and a letter of guarantee according to the format designated by the Ministry of Foreign Affairs of Japan for any exhibitors.

Exhibitors who cannot exhibit due the inability to obtain a visa (ie. Refusal by Japanese authorities, insufficient process time) shall not have the right to claim against the organizer compensation for damages arising therein.

12. Observance of regulations

The exhibitor hereby agrees to observe the regulations set by the organizer as part of this contract and to abide by them. In addition, the exhibitor shall interpret all the regulations set by the organizer as aiming to preserve the benefits of this exhibition and agrees to cooperate in the execution of said regulations.

13. Changes and additions for the terms

Exhibitors agree to obey the decision of the organizer about the any matter not provided in these rules. The organizer reserves the right to change or add rules by notification to exhibitors when they judge it is necessary for the aim of exhibition.